

Pay Multiple Vendors

Introduction

Magaya software includes a feature to help you pay your vendor bills quickly. If you have multiple bills to pay, you can save time by paying them all at once using the wizard in the Checks List instead of writing each check one by one. The wizard shows all the bills that need to be paid and any credits.

If you need to see a list of upaid bills and print or email the list, go to the Bills List and click the Actions button. Select "Purchases Reports" and "Unpaid Bills." There are also other aging AP reports to view, send, or print.

Steps: Pay Multiple Vendors

- 1. Go to the Checks List, and click the "Add" button.
- 2. Select "Pay multiple vendors." A wizard opens:



3. Select the bank account you want to use to pay the vendors.

The options are checked by default to make the checks payable to the parent accounts and to generate check numbers automatically.

- 4. Go to the next screen.
- 5. Select the bills to pay. A checkmark appears for each bill as you select it:

Show of	only bills d	lue on or before:	7/ 8/2011	✓ 2°			Currency:
Paid	Туре	Due Date 🔻	Number	Orig. Amt.	Amt. Due	Amt. P	References
🗹 Yes	Bill	06/04/2011	74	55.00	0.00	55.00	Master # 12-5647388; #
🗹 Yes	Bill	06/04/2011	75	9,783.35	0.00	9,783.35	Master # 44-77; Refere
🗹 Yes	Bill	06/04/2011	76	25.00	0.00	25.00	Master # 44-77; Refere
No	Bill	04/22/2011	73	4,346.69	4,346.69	0.00	Warehouse Receipt WH
🗆 No	Bill	02/09/2011	65	3.00	3.00	0.00	Sales Order 7
🗆 No	Bill	02/09/2011	66	787.50	787.50	0.00	Purchase Order 7
🗆 No	Bill	02/09/2011	67	2,290.00	2,290.00	0.00	Purchase Order 13
🗆 No	Bill	10/01/2010	60	160.00	160.00	0.00	Master # ; Booking # B
🗆 No	Bill	10/17/2009	42	3,000.00	2,000.00	0.00	Warehouse Receipt 11
No	Bill	07/29/2009	35	185.00	185.00	0.00	Master # 34-25416161;
□ No	Bill	05/21/2009	29	55.00	55.00	0.00	House # HBOL3; Bookin
🗆 No	Bill	05/21/2009	30	2,000.00	2,000.00	0.00	House # HBOL4; Bookin
<							>
Bank acco	unt: Vi	sa credit card				Amount due	65,732.54
				0.062.25			





Pay Multiple Vendors Continued

6. In the next screen, if there are any bill credits, select the credits to apply:

vailable	credit with	the selected	vendors						Currency: US
Paid	Type	Due Date	Number	Orig. Amt.	Amt. Due	Amt. Paid	Refer	ences	Name
🗹 Yes	Credit		77	-55.00	-0.00	-55.00			DELTA AIR LINES
<									>
ank account: Bank Account				Amount due:			65,732.54		
urrent balance:		42.	701.10		Amount paid:			4,429.69	

7. In the next screen, the system shows you the checks it will create for you:

Checks							
List o	f checks to create						
he followin	g checks will be gene	erated					Currency: I
Number	Entity		Transaction Date	Employee	Amount (U	(D2	Account Name
70	Jamaican Destinat	ion Agent	06/29/2011	Administrator	25	5.00	Bank Account
71	Ben Lipton		06/29/2011	Administrator	3	8.00	Bank Account
72	DELTA AIR LINES	INC.	06/29/2011	Administrator	4,346	6.69	Bank Account
<							
These che ank accour	ck numbers are not	final; they	can vary when posti	ng the creation op Ar	mount due:	65,7	732.54
urrent bak	ance:	2,701.10		Amount paid:		4,429.69	
ala aba di awa	dt smounts	5.00			au halanca.	38	326.41

8. In the last screen of the wizard, click the "Create Checks" button to let the system create the checks. The screen shows the progress of the system as it creates the checks:

Pay multiple vendor w	izard		X
Processing checks Verify bils and credit	s and save the checks to the database		Ť
In order to create y screens are still valid If at least one bil of not be emitted. Pease, click on the b Create Checks	ur checks, the system will verify if all th a given vendor is not valid or a credit ha utton [Create Checks] to start the proce	e bills and credits you sele is already been used the o ess of creation.	icted in the previous check for that vendor will
	< Ba	ck Finish	Cancel Help

If any bills are not valid, a check will not be created by the wizard. This may happen if someone else in your company is paying that bill at the same time that you are running this wizard.

9. Click "Finish" when done. The checks paid will appear in your Checks List. You can print the checks as usual.



